Mods and Sems Coordinator (History of Art)

Department: History of Art

Hours of work: Part time/18.5 hours (0.5 fte)

Contract type: Fixed term 1st Oct 2022 - 31st July 2023 (ten months)

Salary: £24,285 a year (reduced pro rata for part time working)
Main purpose of the role

This fixed-term coordinator position has been created to aid the University of York modularisation and semesterisation (M&S) programme for the History of Art Department. The coordinator will work with the Chair Board of Studies, Head of Department, and Graduate Chair to refine and implement a structure for UG and PG programmes and their modules. You will quickly get up to speed with all the regulations around the M&S programme from the central university and work with members of staff across the department - both PSS and academic - to bring together ideas and address challenges.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Role Specific Responsibilities

1. Administer and coordinate designated aspects of the project to successful conclusion, using relevant project management software/applications.
2. Facilitate communication/ liaison between M&S team members and other key stakeholders, in order to obtain required materials and to ensure that the project is delivered in line with agreed milestones and objectives.
3. Write and prepare summaries of meetings/workshops, interim reports/papers, minutes, etc.
4. Maintain the M&S team’s documentation collection; proofread papers, reports and publications in terms of presentation; responsible for filing and organisation of project documentation.
5. Assist the M&S team by organising data into appropriate formats and/or compiling data into reports.
6. Work with the M&S team on refinement and implementation, bearing in mind issues of staff workload, timetabling logistics, EDI, employability and the student experience.
7. Time permitting, assist with the wider department administrative workload at the request of management.

University of York Responsibilities for Grade 4

Service and Operational Delivery

- Use initiative to resolve queries that generally have a readily available answer by reference to policy, past experience and/or where some discretion can be applied.
- Share knowledge with colleagues and others to enable effective service or operational delivery.
- Proactively anticipate, explore and respond to customer needs and, when appropriate, propose solutions to resolve service or operational issues.
- Provide guidance and advice to resolve problems and queries for a broad range of customers.
- Make effective use of digital solutions to carry out operational activity and highlight opportunities for further efficiencies.
- Provide effective administrative support to the wider department as required. This may include the coordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel and events.

Continuous Improvement

- Contribute to the ongoing improvement, development and implementation of University processes
Advise others and make recommendations into work processes and procedures for consideration by senior management to improve services.

Proactively identify opportunities for building new personal knowledge and skills.

Specialist Contribution

- Act as a more knowledgeable team member to resolve non-standard or complex queries or advise when to escalate.
- Record data and information accurately
- Analyse, manipulate and interpret information/data and use it to produce reports for distribution to key stakeholders in the process or service.
- Carry out basic analysis and research to inform decision making.

Collaboration and Communication

- Work collaboratively, proactively and flexibly with team members to ensure the smooth running of service and operational delivery.
- Collaborate with team members to anticipate and implement service improvements or alterations.
- Proactively and reactively liaise with contacts and participate in networks and communities internally and possibly externally, contributing to effective collaborative working.
- Act as a supportive and encouraging member of a team, including contributing to the training and induction of colleagues or new staff.

Governance and Oversight

- Apply knowledge of procedures and policy to processes; check and reconcile anomalies within data and information.
- Monitor and evaluate service delivery to ensure compliance with regulatory and professional procedures and standards.
- Monitor data accuracy checks to identify anomalies and ensure the integrity of data and information.

Planning and Organisation

- Plan and organise own workload, including possible project delivery.
- Organise and schedule resources, activities and events.
- Identify priorities and monitor processes and activities to ensure success.
# Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of History of Art and/or associated disciplines, ideally combined with teaching experience.</td>
<td>Desirable</td>
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<td>Experience of working in an HE administrative function</td>
<td>Desirable</td>
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## University of York Person Specification for Grade 4

### Qualifications:

Level 2 qualification including Maths and English. (Qualifications at this level include five GCSEs at grade A*-C/ grade 4-9. Please view the full list). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

- Accurately record, analyse, interpret and report information/data
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats
- Organise activities and resources

### Behaviours:

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement